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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

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Department of Agriculture

November 24, 1933

PROCEDURE MEMORANDUM NO. 1

AGREEMENTS READY FOR INFORMAL CONFERENCE.

When a market agreement is assigned to an economist he should proceed as follows:

1. Put into standard form (2 copies).
2. Make out market and economic analysis report somewhat on the order of the attached report.
3. Submit one copy of revised agreement with a copy of the above report (2) to Code Analysis.
4. Code Analysis returns copy with 7 copies of memorandum to economist.
5. Forward request for informal conference on Agreement to Code Control Office on form No. AAA 96, in duplicate.
6. The Control Office will return one copy of request for informal conference, with an O.K. as to date, time, and place of the informal conference, also the names of representatives assigned.
7. After the conference, redraft the Agreement incorporating changes decided on at conference.
Make 7 copies of redraft.
8. After that, prepare memorandum to Mr. Derrick showing the Agreement is ready for a hearing.
9. Prepare memorandum to Gen. Wm. I. Westervelt for Dr. King's signature and secure his signature.
10. Attach to each copy of the Agreement one copy of all memoranda outlined on Procedure Memorandum No. 2, punching and fastening with an Acco fastener.
11. Transmit the master copy and three carbons to the Office of the Director of Processing and Marketing shown in Procedure Memorandum No. 2.
12. File two copies in Dairy Section files.
13. Keep one copy in your own desk.

B.B. Derrick,
In Charge, Trade Agreements,
Dairy Section.

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Procedure Memorandum No. 2.

AGREEMENTS READY FOR HEARING.

The four copies, when they leave our hands to go to the Office of the Director of Processing and Marketing should each have attached:

1. Title page.
2. Signed application for hearing.
3. Master copy should carry the signatures of the proponents or telegraphic or letter authorization for this particular agreement to go to formal hearing.
4. Master Copy should have report of informal conference attached.
5. Copy of Market and Economic Analysis Report.
6. Copy of Economist's memorandum to Mr. Derrick.
7. Copy of memorandum from Dr. King to Gen. Westervelt.
8. Copy of Code Analysis memorandum.
9. Personnel list.
Case history.

Code Control will get

10. Consumer's Counsel memorandum.
11. Legal Division's memorandum.
12. Director of Processing and Marketing memorandum and submit to the Administrator who will fix the date of hearing with the approval of the Secretary.

B. B. Derrick,
In Charge, Trade Agreements,
Dairy Section.

